



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

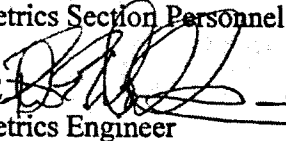
MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

March 7, 2002

MEMORANDUM

To: Signals and Geometrics Section Personnel

From: R. E. Mullinax, PE 
Signals and Geometrics Engineer

Subject: Request for Copies of File Information

If you receive any requests from parties outside of the Department for copies of information contained in files maintained by this Section (including requests for electronic files and copies of traffic signal plans), please instruct the requesting party that they must provide a written request for the information. The request should be addressed to State Traffic Engineer Troy A. Peoples, PE and marked to my attention. The request can be:

- mailed to NCDOT-Traffic Engineering Branch, 122 North McDowell Street, Raleigh, NC 27603;
- faxed to (919)733-2261;
- or e-mailed to TMSSU@dot.state.nc.us.

This includes requests from the general public, law firms, insurance companies, and private engineering firms. You should also advise them to allow three to five business days for processing of most requests after which the information will be sent through regular US mail. If the requesting party desires, we can contact them when the information is ready and they may make arrangements to pick the information up at the Thompson Building front desk.

All copies of file information sent from this office to parties outside of the Department should be transmitted with an appropriate transmittal letter prepared by the Traffic Management and Signals Systems Unit's support staff. Exceptions to the transmittal letter may be allowed for private engineering firms when they are performing work directly related to a project on the State Highway System or as part of the Branch's Limited Services Agreement.

If further information is needed on this matter, please contact me.

REM

Cc: T. A. Peoples, PE
G. A. Fuller, PE
M. I. Dean, PE

K. W. Ivey, PE
Libby Allen